

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**December 21, 2004**

**FROM:**       **DAVID H. SLAUGHTER**, Director  
Real Estate Services Department

**CATHY CIMBALO**, Director  
Department of Children's Services

**SUBJECT:   REQUEST FOR PROPOSALS FOR DEPARTMENT OF CHILDREN'S  
SERVICES IN THE VICTOR VALLEY AREA**

**RECOMMENDATIONS:**

1. Reject all proposals received in response to the Request for Proposals (RFP) approved on October 8, 2002 for 15,000 square feet of office space for Department of Children's Services (DCS) in the Victor Valley area.
2. Authorize the Director of Real Estate Services Department (RES D) to re-issue said RFP.

**BACKGROUND INFORMATION:** DCS is responsible for investigating reports of child abuse and neglect, monitoring and placing children in foster care, and providing services to minors. DCS currently leases 26,130 square feet of office space at 15480 Ramona Avenue in Victorville. There has been a significant increase in the demand for these services in the Victor Valley area; however, there is no additional space to accommodate expansion at the current location.

On May 13, 2002, the County Administrative Office approved Capital Improvement Program (CIP) Request No. 02-43 submitted by Human Services System for 15,000 square feet of office space in the Victor Valley area. On October 8, 2002, the Board approved an RFP and authorized the Director of RESD to issue the RFP to procure the requested office space in the Victor Valley area. RESD received four proposals, two of which were for locations outside the boundaries of the RFP and a third was for a facility determined to be too small and with insufficient parking. The fourth location met the requirements of the RFP; however, DCS put the project on hold pending an analysis of program funding as a result of State budget impacts.

HSS and DCS have determined that funding is in place, that additional staffing requirements remain the same, and that 15,000 square feet of office space is still required in the Victor Valley area. RESD recommends that all proposals previously received in response to the RFP be rejected due to the lapse in time and the insufficient number of sites offered.

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The RFP process will be conducted in accordance with County Policy 08-02-01SP to ensure the competitive procurement of a leased facility. Criteria to be considered in the selection process will include location, accessibility, price, length of term, and termination language. The sample contract in the RFP package includes language that allows DCS to terminate the agreement, but proposers will be asked to submit proposals that contain prices with and without the termination clause. DCS requests occupancy by June 1, 2006 with a preferred lease term of ten years with two five-year options. The RFP is on file with the Clerk of the Board.

**REVIEW AND APPROVAL BY OTHERS:** This item has been reviewed by County Counsel (Rex Hinesley, Chief Deputy County Counsel, 387-5465) on November 12, 2004; HSS Administration [Lynne Fischer (388-0252) and Kristin Letterman (388-0330), Administrative Analysts] on November 17, 2004; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst, 387-3828) on December 10, 2004.

**FINANCIAL IMPACT:** There is no cost associated with the issuance of the RFP. Monthly lease payments resulting from Board approval of a lease agreement will be paid from the Rents budget (AAA RNT) and reimbursed from the HSS Administrative budget (AAA DPA) which is 90% federally and state funded with the remaining 10% funded by a combination of Social Services Realignment (52%) and County general funds (48%).

**COST REDUCTION REVIEW:** The County's Administrative Office has reviewed this agenda item, concurs with the department's and RESD's proposal, and recommends this action based on programmatic needs for space. Funding is anticipated to be available for the term of the lease. Consolidation of this space with other existing space has been explored and no feasible opportunity exists at this time.

**SUPERVISORIAL DISTRICTS:** First

**PRESENTER:** David H. Slaughter, Director, 387-7813

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